

CHAPTER 2: III. CATALOGING AN ETHNOLOGY OBJECT

	<u>Page</u>
A. Overview	2:91
What types of objects do I catalog as ethnology?	2:91
Where can I find information on cataloging?	2:91
How many screens does an ethnology record have?	2:91
How will I know which data are mandatory?	2:91
What if I have unverified data?	2:91
Do I have to complete every field?	2:91
How do I add to or change information on an existing catalog record?	2:92
B. Adding an Ethnology Record	2:92
How do I get to my cultural resources records?	2:92
How do I get to my ethnology records?	2:92
How do I add an ethnology record?	2:93
How do I move through the record?	2:93
How do I access the supplemental records?	2:94
How do I cancel a record?	2:94
How do I save a record?	2:94
What are the Images and Multimedia tabs at the top of the catalog record?	2:95
What is the Associations tab?	2:95
Why does the same Description field appear on most of the tabs?	2:95
What are the catalog number and date in the upper right corner?	2:95
Can I access the <i>Art and Architecture Thesaurus (AAT)</i> when I'm cataloging?	2:95
C. Field-by-Field Instructions	2:95
How do I complete the data fields on the registration screen?	2:95
How do I complete the data fields on the catalog screen?	2:103
How do I complete the data fields on the provenience/manufacture screen?	2:111
How do I complete the data fields on the ethnology specialty screen?	2:117
How do I complete the data fields on the unit screen?	2:120
How do I use the Build Exhibit Label function?	2:121
D. Saving the Record	2:123
What is the Track Changes screen that appears when I save a catalog record?	2:123
How do I complete the condition tracking supplemental?	2:124
How do I complete the location tracking supplemental?	2:125
How do I complete the catalog notes tracking supplemental?	2:125
E. Supplemental Records	2:126
How do I complete the supplemental records that are associated with an ethnology record?	2:126
What supplemental records are created automatically by the program?	2:127
How do I know whether a supplemental record contains information?	2:127
F. Printing the Record	2:127
How do I print a catalog record?	2:127
Must I print a catalog record?	2:128

CATALOG DATA FIELDS INDEX

Ethnology Data Fields

Aboriginal Name.....	2:118	Dimensions	2:104
❖ Accession Number.....	2:99	Other	2:105
Additional Area	2:118	Volume	2:105
Additional Group	2:118	Weight.....	2:105
Alternate Name	2:98	NAGPRA	2:115
Artist/Maker.....	2:106	❖ Object Name	2:97
Catalog Date	2:109	❖ Object Status.....	2:101
Catalog Folder.....	2:111	Object Use	2:119
❖ Catalog Number.....	2:98	Other Manufacturing Site	2:114
❖ Cataloger.....	2:109	Other Numbers	2:105
❖ Classification Line 1	2:96	Place of Manufacture	2:113
❖ Classification Lines 2-4	2:96	City	2:113
Component Part.....	2:99	Country.....	2:114
❖ Condition	2:106	County.....	2:114
Condition Description	2:106	State	2:114
Controlled Property	2:96	Place of Origin.....	2:112
Cultural ID	2:115	City	2:112
Culture of Use	2:116	Country.....	2:112
@ Description	2:103	County.....	2:112
Eminent Figure.....	2:108	State.....	2:112
Eminent Organization.....	2:108	Possible/Probable Classification	2:117
Exhibit Label.....	2:121	# Quantity.....	2:102
Field Site Number	2:112	Reference Datum.....	2:113
Historic/Cultural Period	2:114	Related Collections	2:111
Identified By	2:109	Reproduction.....	2:110
Identified Date	2:110	Site Name	2:113
# Item Count	2:102	State Site Number.....	2:112
Key Descriptor.....	2:98	❖ Status Date	2:102
Latitude and Longitude.....	2:113	❖ Storage Unit	2:103
❖ Location.....	2:100	Township/Range/Section	2:113
Maintenance Cycle.....	2:105	Use Date	2:104
Manufacture Date	2:104	UTM Coordinates	2:113
Manufacturing Technique	2:119	Web Ready	2:120
Material	2:105	Within Site Provenience.....	2:112
Measurements	2:104		

❖ Mandatory Field

Must complete either Item Count or Quantity

@ The program enters 'Not Provided' if you do not complete this field.

III. CATALOGING AN ETHNOLOGY OBJECT

A. Overview

1. *What types of objects do I catalog as ethnology?*

Catalog objects that are associated with Native American and other indigenous populations as ethnology. For DOI purposes, most ethnographic objects originate within North America and the Pacific Islands. The ethnographic culture areas and cultural groups for these areas are listed in the classification lexicon included in this program.

NPS Note: NPS museum collections contain a few ethnographic objects from geographic areas such as Africa and South America. Catalog these objects as ethnology.

Classify ethnographic objects recovered by archeological techniques as archeology.
2. *Where can I find information on cataloging?*

Refer to the *Museum Handbook*, Part II (*MH-II*), Chapter 3, Cataloging, or the *Museum Property Handbook*, Volume II (*MPH-II*), Chapter 3, Cataloging, for general information on cataloging objects. Refer to your site-specific cataloging procedures, if available.
3. *How many screens does an ethnology record have?*

The basic catalog record consists of five screens:

 - registration (for basic collections accountability data)
 - catalog (for descriptive data)
 - provenience/manufacture (prov/manf) (for data on where the object was found and made)
 - ethnology specialty (discipline-specific screen for descriptive data)
 - unit (for unit-specific data that the user defines)

In addition, there are numerous supplemental record screens that can relate to the catalog record. Refer to Chapter 3, Supplemental Records.
4. *How will I know which data are mandatory?*

The instructions in this manual and the on-line help will indicate which fields are mandatory. If you do not enter data in a mandatory field, the program will do one of the following:


 - not allow you to save the catalog record, *or*
 - enter "Not Provided" in the field
5. *What if I have unverified data?*

It is important to distinguish between unverified data and documented fact. Use a question mark "?" or "(att)" for attributed, to indicate data that are probable but not certain.
6. *Do I have to complete every field?*

Not every object will be sufficiently documented to allow completion of all fields. If information is not known, leave the field blank.

7. *How do I add to or change information on an existing catalog record?*

To modify a record:

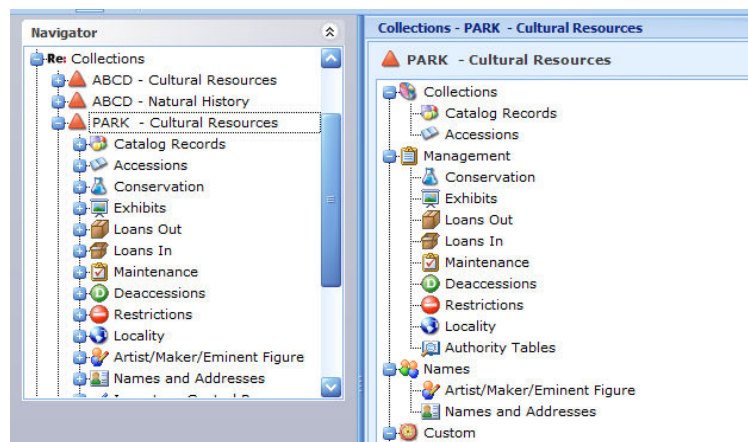
- click on the modify icon  on the button bar, *or*
- go to Edit on the menu bar and choose Modify This Record from the pull-down menu, *or*
- press the F10 key



A new window will open and you will see "Modify Mode" in the lower right corner. You can then modify and save the record.

B. Adding an Ethnology Record

1. *How do I get to my cultural resources records?*

To access your cultural resources records:




- From the Home Page or Navigator, double-click on Collections, or expand the tree view for Collections by clicking the  icon in front of it (if it is already expanded you will see the  icon).
- At the Collection Directory Page (or under Collections in the tree view), double-click on the Cultural Resources directory for your unit
- At the Cultural Resources screen, double-click on Catalog Records.

You should see the first record in your cultural resources database in the Record Pane on the lower right.

2. *How do I get to my ethnology records?*


To view all your ethnology records together:

- On the button bar, click on the Sort pull down menu  and select By Class 1, or
- click on Record on the menu bar, go to Sort, and on the list of sorts select By Class 1

The List Pane will change to show 'Class 1' in the first column. The program has sorted the cultural resources records by Class 1.

Collections - PARK - Cultural Resources - Catalog Records			
Drag a column header here to group by that column			
Class 1	Catalog #		Object, Object(NOM)
ETHNOLOGY	PARK	5	BASKET
ETHNOLOGY	PARK	6	BASKET
ETHNOLOGY	PARK	7	BASKET
ETHNOLOGY	PARK	8	BASKET
ETHNOLOGY	PARK	192	BEADS, TRADE
ETHNOLOGY	PARK	193	BEADS, TRADE
ETHNOLOGY	PARK	194	PURSE, BEADED
ETHNOLOGY	PARK	195	MOCCASIN
ETHNOLOGY	PARK	196	MOCCASIN


To see the ethnology records:

- click on any record in the Class 1 column of the List Pane and type “E”, or
- click on the Find icon  on the button bar and type “Ethnology” in the Find box

This will bring you to the Ethnology records. To view a record, click on the row in the List Pane and that record will appear in the Record Pane below.

3. *How do I add an ethnology record?*

To add a new record:

- click on the add icon  on the button bar, or
- go to Edit on the menu bar and choose Add New Record from the pull-down menu, or
- press the F9 key

A new window opens. “Add Mode” is indicated in the lower right of the status bar. You can then add and save a record.

4. *How do I move through the record?*

Within the Field

Press the Home key to get to the beginning of a field or the beginning of a line of text in a memo field. Press the End key to get to the end of the text in a field or the end of a line of text in a memo field.

Field to Field

Press the Tab key to go from field to field. Shift-Tab will take you back one field. You can also move the mouse pointer to the field and single-click.

Page to Page

To move from page to page within a record:

- click on the page tabs at the top of the record, or
- press Ctrl-R (previous page) or Ctrl-N (next page), or
- press the Left and Right arrow keys (if the page tabs are already selected), or
- go to View on the menu bar and choose Previous Page or Next Page


5. *How do I access the supplemental records?*

To access supplemental records:

- click on the Supplemental Information tab on the catalog record, *or*
- press Ctrl-N (next) or Ctrl-R (previous) until the page you want


6. *How do I cancel a record?*

To cancel the record without saving the data:

- click on Cancel on the lower right corner of the screen, *or*
- click on the Cancel icon  on the button bar, *or*
- go to File on the menu bar and select Cancel

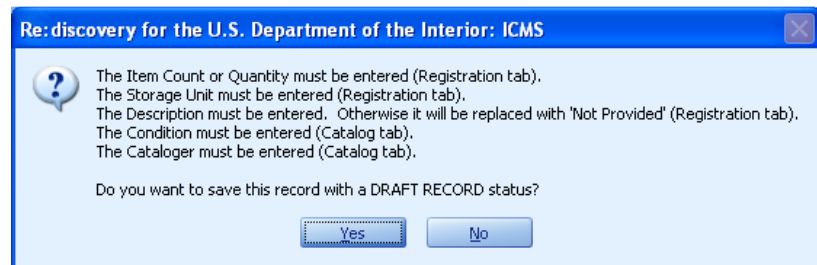
7. *How do I save a record?*

To save a record:

- click Save and Close on the lower right corner of the screen, *or*
- click the Save and Close icon  on the button bar, *or*
- go to File on the menu bar and select Save and Close

Note: You can also use the Save option instead of Save and Close. Save leaves the record window open in View mode after saving while Save and Close closes the record window after saving.

If you have not entered data in all the mandatory fields, the program will prompt you to enter the data. The message will list all required fields that have not been completed. The program then asks if you want to save the record as a draft.




If you choose...

Then the program...

Yes,

prompts you for tracking information for location, condition, and catalog notes (see Section D). You can choose not to update the supplemental information for these or enter the information. The program then enters "Draft Record" in the Object Status field and saves the record. **Note:** The program won't allow you to save a draft record if you have a duplicate catalog number.

No,

returns you to the screen to complete the mandatory field(s). **Note:** The mandatory fields will be marked with  to indicate which fields are required.

Remember to update the Object Status field for all draft records. A draft record is not an official record. The CMR doesn't count draft records. For NPS, the NPS National Catalog doesn't count or print draft records.

8. *What are the Images and Multimedia tabs at the top of the catalog record?*

You can attach and display many images of the object on the Images tab. The Multimedia tab allows you to attach other media files such as video and sound clips, documents, spreadsheets, pdf files, etc. Refer to Appendix G in this manual for information on Imaging and Multimedia.

9. *What is the Associations tab?*

You can create and view Associations (groupings) between different Catalog Records, including those in different directories and modules within ICMS. This is useful if you have items in different directories that are related by subject matter. For example, if you have catalog records in a Cultural Resources directory and a Natural History directory for items collected by the same person and archival documentation about that collection, you can create an association between them.

You can create associations between the follow types of records in ICMS:

- Collections Module: Catalog Records
- Archives Module: Collection Level Records, Series Level Records, File Unit Level Records, and Item Level Records

Refer to Chapter 6, Section IX, Associated Records.

10. *Why does the same Description field appear on most of the tabs?*

The program displays a few lines of the Description field at the top of each of the catalog record's pages, with the exception of the discipline-specific page. You can enter data into any of the screens where the Description field appears and you will see the data you entered on all the screens that have the Description field.

11. *What are the catalog number and date in the upper right corner?*

The catalog number identifies the record. It appears as soon as you enter the number in the Catalog # field. The log date appears when you save the record. It indicates the date the record was entered into the computer.

12. *Can I access the Art and Architecture Thesaurus (AAT) when I'm cataloging?*

Yes. You can access the AAT from any memo field by right-clicking and choosing Browse Lexicon. Refer to Appendix E: Lexicons, for additional information on using the AAT with **ICMS**.

C. Field-by-Field Instructions

1. *How do I complete the data fields on the registration screen?*

Follow the field-by-field instructions for completing the fields on the registration screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

Note: If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

Note: Fields marked with a ♦ in this manual are mandatory fields. You must complete these fields.

Remember to enter an accession record for the catalog record before you begin to catalog. Refer to Section I of Chapter 4 for information on entering accession records. You can access the accession record from the catalog record as you enter the catalog data by clicking the Accession link.

❖ Controlled Property (Ctrl Prop)

Logical Y/N field. **To save the record, you must complete this field.**

Type "Y" or "N." You can click on the arrow to see a pull-down menu of Y or N. Highlight the entry you want and single-click or press the Enter key.

Select "Y" (Yes) for controlled property. You must designate the following types of objects as controlled property:

- objects with a value of \$1,000 or more
- firearms
- incoming loans (with the exception of incoming loans to repositories)
- objects especially vulnerable to theft, loss, or damage

Select "N" (No) for non-controlled property.

❖ Classification Line 1 (Class 1)


Bureau controlled table (F5). **To save the record, you must complete this field.** You may not add to, delete, or modify terms in this table.

Enter: ETHNOLOGY

Type "E" and the program will autofill the entry. Or press F5 or click the down arrow icon to view and select 'ETHNOLOGY' from the table. The Ethnology discipline tab will become active at the top of the record after you tab to the next field.

❖ Classification Lines 2-4 (Class 2, Class 3, Class 4)

Bureau Classification Term lexicon. **To save the record, you must complete these fields.** You may not add to, delete, or modify the entries for these fields.

Choose an entry from the pop-up list for each field by typing the entry, or pressing F5 or clicking the lexicon icon  next to the field and selecting the term from the lexicon. The ethnology classification lines are based on the NPS system for classifying ethnology. The entries are taken from the *MH-II*,

Appendix F: Ethnology. Refer to Appendix E: Lexicons in this manual, for additional information on lexicons.

The NPS system classifies ethnographic objects by culture area, cultural group, and material.

Classification line 2 is the culture area. For objects outside North America and Oceania, choose the geographic area of origin from the table. You cannot add entries to the table.

Classification line 3 is the cultural group. The entries are dependent upon classification line 2 entries. This is the culture of manufacture. Enter the culture of use (if different from the culture of manufacture) in the Culture of Use field.

Enter the most specific cultural group in the table, if possible. For example, enter Oglala rather than Dakota. Enter the name of bands or clans within a cultural group in the Cultural ID field. For possible or probable identities, see the ethnology specialty screen.

Note: For objects outside North America and Oceania, the classification line 3 entry is UNKNOWN. If you know the cultural group for these objects, you can enter this information in the Cultural ID field.

Classification line 4 is material. Enter one or two primary material(s) from which the object is made. You can enter additional materials in the Material field.

Refer to the *MH-II*, Appendix F: Ethnology, for additional instructions on the NPS classification system for ethnographic objects.

❖ *Object Name*
(Object)

User-built table (F5, Ctrl-F5). **To save the record, you must complete this field.**

Enter the name of the object. There is no required lexicon for naming ethnographic objects. In general, enter a generic term. If applicable, enter a modifier after the generic term. Separate the entries with a comma.

Example: Basket, Burden

Choose entries from:

- a unit-specific object name list
- the recommended object name list in *MH-II*, Appendix F: Ethnology
- *Nomenclature 3.0 for Museum Cataloging: Third Edition of Robert G. Chenhall's System for Classifying Man-Made Objects (Nomenclature 3.0)* for a list of suggested object names for objects of Euro-American origin

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

Key Descriptor
(Key Descript)

Memo field (F12 to expand).

This field is generally used for history objects. Enter key descriptive information that would be useful to have in alphabetized lists. You can sort the entries in this field. Choose the sort on the pull-down menu on the button bar or from the Record – Sort menu.

It is important to consider what type of key descriptive data you will enter for each type of object. Consistent data entry in this field will make lists and reports easier to use.

Leave this field blank if the object does not possess key descriptive data that can be readily sorted.

Alternate Name
(Alt. Name)

Memo field (F12 to expand).

Use this field for local, regional, or typological names. This field provides a place to record other terms used to name the object.

Do not use this field for aboriginal names (see the ethnology specialty screen).

❖ Catalog Number
(Catalog #)

For NPS, this is a 3-part 12-character field (sortable by acronym and number). For DOI, this is a regular, unedited, 60-character field. **To save the record, you must complete this field.**

NPS Catalog Number format:

Catalog #	PARK		
-----------	------	--	--

- The first part is the four-letter park acronym, in the form of "AAAA."
(**Note:** The acronym will autofill from the record you were viewing when you began to Add a new record.)
- The second part is a collection designation. Leave this space blank if the park has only one collection.

If the park has different units that have separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C. Only a few parks will use this designation.

The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.

- The third part is the unique sequential number assigned to an object, for example, 9999999.

Example: SHEN 190

COLOY3456 [The Colonial NHP number contains a Y as a designation for the Yorktown collection.]

DOI Catalog Number format:

Catalog #	<input type="text"/>
-----------	----------------------

Enter a catalog number using a standard format. The first part of the catalog number should be your unit acronym.

Example: BOR 1978.01.87

Note: The program will not allow you to enter a catalog number of "0" or a duplicate catalog number. After you enter the catalog number, it appears above the record in the upper right corner of each screen.

Component Part

4-character field in the form of "a-aa" that links to the Component Parts supplemental record.

Enter suffixes for component parts of objects that you consider to be a single unit, such as a basket and lid or a pair of moccasins. Refer to *MH-II*, Appendix C, or to *MPH-II*, Appendix J, for a further explanation of component parts.

Component part designations:

No. parts	Entry
2	a-b
3	a-c
26	a-z
27	a-aa
52	a-az
53	a-ba
78	a-bz

Enter descriptions of each component part in the Component Parts supplemental record. To access the supplemental record, click on the Component Part link, or tab to the link and press the Enter key. Refer to Section IV of Chapter 3 for information on the Component Parts supplemental record.

❖ *Accession Number*
(Accession #)

For NPS, this is a 3-part 10-character field.

For DOI, this is a regular, unedited, 60-character field **To save the record, you must complete this field.**

NPS Accession Number format:

Accession #	PARK	-	00000
-------------	------	---	-------

- The first part is the four-letter park acronym, in the form of "AAAA."
(**Note:** The acronym will autofill from the record you were viewing when you began to Add a new record.)
- The second part is a hyphen, which distinguishes the accession number from the catalog number.
(**Note:** The hyphen will autofill from the record you were viewing.)

If the park has different units with separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C, in place of the hyphen. Only a few parks will use a collection designation. The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.

- c. The third part is the 5-digit identification number assigned to an accession, for example, 99999. The program automatically pads the number with zeroes.

Example: YOSE-00311

JELAB00272 [The Jean Lafitte NHP accession number contains a B as a designation for the Barataria collection.]

DOI Accession Number format:

Accession#

Enter the number for the accession using a standard format. The first part of the catalog number should be your unit acronym.

Example: BOR 1978.03

Note: The accession number links the catalog record to the Accession Records associated module. Refer to Section I of Chapter 4 for information on the Accessions Record associated module. The accession record contains the Acquisition Type and Acquisition Date fields that appear on the Museum Catalog Record (Form 10-254) and DOI CR Museum Catalog Record. To go to the accession record, click on the Accession link on the screen. You can view, add, or modify the accession record for the object you are cataloging. Click Save and Close to return to the catalog record screen. You cannot view, add, or modify the other accession records in the module from this link.

❖ Location

Memo field (F12 to expand). History tracking field that links to the Location supplemental record. **To save the record, you must complete this field.**

Enter the physical storage location of the object, starting with the most general location. For example, enter the building number or name, room number, cabinet number, and the shelf number.

Pad location numbers with zeroes if you want to sort by location. For example, use DR04 rather than DR4.

Develop standardized terms and abbreviations for storage areas and use these consistently. Enter locations from general to specific. Separate entries with a space.

Recommended abbreviations:

HS	Historic Structure
BLDG	Building
RM	Room
CAB	Cabinet
FCAB	File Cabinet

FCDR	File Cabinet Drawer
MC	Map Case
C	Case
SEC	Section
SH	Shelf
R	Rack
BX	Box
DR	Drawer
U	Unit

Example: HS 1 RM 101 SH 5
BLDG 18 RM 1 U 13

For objects stored outside the unit, enter the name of the institution where the objects are located, such as WACC or University of Texas.

Note: If objects are located in another institution you can also enter a tracking number used by that institution.

Example: MWAC-254

The program allows you to track changes in location. If you modify a location, the program will include the Location supplemental in the Track Changes window when you save the record. A history of location changes appears in the Location supplemental record.

Refer to Section XII of Chapter 3 for information on the Location supplemental record.

❖ *Object Status*

Bureau controlled table (F5). History tracking field that links to the Object Status supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify the terms in this table.

Enter the current status of the object. Choose from the following options:

Deacc - Conveyance (Donation)
Deacc - Destructive Analysis
Deacc - Exchange
Deacc - Involuntary Destruction
Deacc - Loss
Deacc - NAGPRA Compliance
Deacc - Return to Rightful Owner
Deacc - Theft
Deacc - Transfer DOI
Deacc - Transfer NPS
Deacc - Transfer Other Federal Agency
Deacc - Voluntary Destruction/Abandonment
Draft Record
Exhibit
Exhibit - Incoming Loan
Incorporated into Larger Archival Collection
Loan Out - Non NPS (or Loan Out - Non-Bureau - Federal)
Loan Out - Non-NPS - Non-Federal (or Loan Out - Non-Bureau - Non-Federal)
Loan Out - NPS (or Loan Out - Bureau)

Loan Returned
Missing
Record Inactive
Removed - Non-Museum property
Storage
Storage - Incoming Loan
Storage - Non-Bureau (not used for NPS)

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The program tracks changes in status but doesn't prompt you to enter a reason when you modify a status. A history of status changes appears in the Object Status supplemental record. You can go into the supplemental record and add a reason for status changes, if needed.

Refer to Section XIV of Chapter 3 for information on the Object Status supplemental record.

Remember to update the Object Status field. The program pulls data for the CMR from this field and the Status Date field.

❖ *Status Date*

4-character numeric field. **To save the record, you must complete this field.**

Enter the 4-digit fiscal year for which the status applies.

Example: 1990
2001

Note: The fiscal year runs from October 1 - September 30. The program uses the fiscal year to pull Object Status and Status Date data for the CMR.

❖ *Item Count*

Straight entry numeric field. **To save the record, you must complete either the Item Count or the Quantity field.**

You must enter either an item count or a quantity (see the following field). There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow icon to use the calculator. (Press F4 to close the calculator.)

Enter 1 for a single object, even if the object has component parts. If the object is lot cataloged, enter the total number of objects in the lot. Refer to the *MH-II*, Appendix I, or the *MPH-II*, Appendix E, for information on cataloging lots.

Example: 1 basket with lid = 1 item
100 beads = 100 items

When you enter an item count, the program automatically enters "EA" in the Storage Unit field. If you do not have an item count, leave the field blank.

❖ *Quantity*

Straight entry numeric field with two decimal places. **To save the record, you must complete either the Item Count or the Quantity field.**

You must enter either an item count or a quantity (see the previous field). There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow icon to use the calculator. (Press F4 to close the calculator.)

For bulk objects (objects that cannot be readily counted), enter the number of storage units, such as bag or box. If you enter a quantity, the Storage Unit field cannot be "EA." If you do not have a quantity, leave the field blank.

Example: 3 bags of beads = 3.0

❖ *Storage Unit*

User-built table (F5, Ctrl-F5). Default value "EA" when the Item Count is greater than zero. **To save the record, you must complete this field.**

Enter the type of storage unit for bulk objects (objects that cannot be readily counted). This is the storage unit for the quantity. For example, the quantity for 3 bags of paper clips is 3.0 and the storage unit is Bag.

Example: Bag
Box

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

❖ *Description*

Memo field (F12 to expand). The program will enter "Not Provided" if you do not complete this field.

Enter a description of the object. The description should provide enough information to identify the object from others. Enter the most distinguishing and significant features of an object. Do not use unauthorized abbreviations or codes.

Note: this field appears on and can be edited from all other tabs except the discipline tabs.

You have completed the registration screen. Click on the Catalog tab or press Ctrl-N to go to the catalog screen.

2. *How do I complete the data fields on the catalog screen?*

Follow the field-by-field instructions for completing the fields on the catalog screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.


Note: If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

Note: Fields marked with a ❖ in this manual are mandatory fields.

Manufacture Date (Manufact. Date)

Flexible date field.


Enter the date(s) of manufacture. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.


Use Date

Flexible date field.

Enter the date(s) of use. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.

Measurements

Formatted memo field. Press F12, or right click and select zoom from the menu to expand the field, or click the formatted memo icon  located in the field. The field will also expand as you begin to type.

The field will expand into four subfields: Dimensions, Weight, Volume, and Other. An underline separates the subfield entries on the screen.

See the *MH-II*, Appendix C, or the *MPH-II*, Appendix K, for instructions on standardized formats for recording measurements.

Dimensions (memo field):

Enter the dimensions of the object. Use metric measurements. Do not convert English measurements from old catalog records.

The field contains space to enter both metric and English measurements.

Weight (memo field):

Enter the weight of the object. Use metric measurements. Do not convert English measurements from old catalog records. Weigh to the nearest 0.1 gram (g) or kilogram (kg).

The field contains space to enter both metric and English measurements.

Volume (memo field):

Enter the volume of the object. Use metric measurements.

The field contains space to enter both metric and English measurements.

Other (memo field):

Enter any other measurements for the object.

Other Numbers

Memo field (F12 to expand).

Record other numbers assigned to the object, such as catalog numbers from a previous owner. If known, indicate a source for the other number.

Material

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the predominant materials from which the object is made.

To maintain consistent entries, develop a list of materials for the collection.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

***Maintenance Cycle
(Maint Cycle)***

Straight entry numeric field.

Enter the cycle of years (up to 9.9 years) in which a condition check or preservation maintenance/treatment will be needed. You may enter one decimal place for a portion of a year. The year of initiation follows the slash (/).

Example: 5.0/1986 [entry for 5 years starting in 1986]
1.5/1990 [entry for 18 months starting in 1990]
0.5/1994 [entry for 6 months starting in 1994]

Use the Maintenance associated module to describe the type of maintenance that the object needs. Refer to Section VI of Chapter 4 for information on the Maintenance associated module.

❖ Condition

Bureau controlled table (F5). History tracking field that links to the Condition Reports supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify the terms in this table.

Enter the condition of the object using one term from each of the two criteria groups:

GROUP I

COM: Complete [100% of object present]
INC: Incomplete [>50% and <100% of object present]
FRG: Fragment [≤50% of object present]

GROUP II

EX: Excellent [no damage or deterioration]
GD: Good [minor damage and no active deterioration]
FR: Fair [some damage and/or active deterioration]
PR: Poor [significant damage and/or active deterioration]

For Archival and Manuscript Collections use only the entries excellent, good, fair, and poor.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The program allows you to track changes in condition. If you modify a condition, the program will include the Condition Reports supplemental in the Track Changes window when you save the record. A history of condition changes appears in the Condition Reports supplemental record. Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.


Condition Description (Cond Desc)

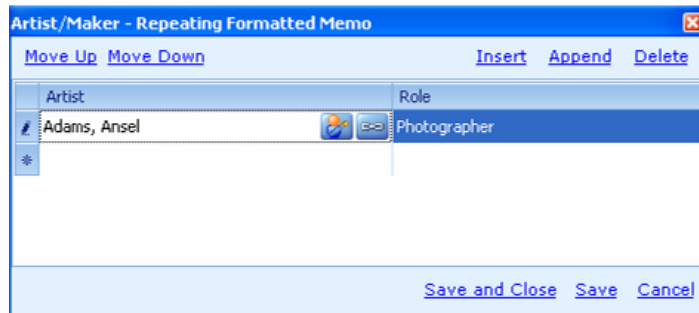
Memo field (F12 to expand). History tracking field that links to the Condition Reports supplemental record.

Enter detailed descriptive information on an object's condition.

Artist/Maker

Repeating formatted memo (F12 to Expand).
The field is linked to the Artist/Maker/Eminent Figure associated module.

Use this field to record artists, makers, and manufacturers. Type in the field, press F12 or click the chart icon  to expand the field. The Artist/Maker – Repeating formatted memo screen appears.




You can:

- add an artist/maker
- remove an artist/maker
- update the role of the artist/maker

To add an artist/maker:


Enter the last name, first name, and middle initial of the person or company that created or made the object.

As you type, the name will complete from an authority table of names in the Artist/Maker associated module. You can also press F5 or click the artist icon  to view and select names from the table.

To add an artist/maker to the table, right-click in the Artist field and choose Browse Authority Table or press Ctrl-F5. Click Add to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/ Eminent Figure associated module.

The entry from the table will appear on the Artist/Maker(s) for this Object screen. Click Save and Close to add the entry to the field.

Note: The record link icon  next to the artist icon allows you to view the Artist/Maker record for your entry.

To remove an artist/maker:

Click Delete or press Ctrl-Delete. This removes the entry from the catalog record but not from the table.

To update the role of the artist/maker:

Click in the Role field next to the artist/maker name in the expanded Artist/Maker screen. This is a user-built table. As you type, the word will complete from an authority table of acceptable terms. Press F5 or click the down arrow icon to view and select terms from the table. (Press Ctrl-Delete to remove unwanted entries.) Role information will appear in the Artist/Maker field after the name entry. The entries are separated by an underline.

Example: Begay, Alice __attributed

To add an entry to the table, right click in the Role field, select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table.

You can make multiple entries. On the expanded artist/maker screen, click Append or Insert and select another entry from the artist table. Click Save and Close. The program will separate the artist entries with double bars (||).


Example: Hunter, Mary __weaver ||Bell, Ellen __spinner

Eminent Figure

User-built, stacked table (F5, Ctrl-F5, F12) that links to the Artist/Maker/Eminent Figure associated module.

Enter the full name, last name first, of the eminent person(s) directly associated with an object through use or possession. An eminent figure may be someone of international importance or someone of significance only to the site. To maintain consistent entries, develop a list of eminent figures related to the collection.

Example: Mead, Margaret


As you type, the name will complete from an authority table of acceptable terms. Press F5 or click on the artist icon  to view and select names from the table or press F12 for an expanded field that allows you to enter terms from the table.

Users with appropriate security rights can press Ctrl-F5 to add, delete, or edit terms in the table. Click Add to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/ Eminent Figure associated module.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Note: The record link icon  next to the artist icon allows you to view the Artist/Maker record for your entry.

Eminent Organization (Eminent Org)

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the full organizational name of the eminent organization directly associated with an object. An eminent organization may be of international importance or of significance only to the site. To maintain consistent entries, develop a list of eminent organizations related to the collection.

Example: Arizona State Museum

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

❖ *Cataloger*

User-built table (F5, Ctrl-F5). **To save the record, you must complete this field.**

Enter the full name, last name first, of the person who cataloged the object.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.


Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

Note: Change this field only when you make a significant modification to the record. Do not change the cataloger for minor modifications, such as location changes.

Catalog Date

Date field. (**Note:** This date field is not labeled on the screen.)

Enter the numeric month, day, and full year that the object was cataloged. The program will autofill as you type. To view a calendar and select the date, click the calendar icon  and click on the day.

Example: 4/30/1994


Identified By

User-built, stacked table (F5, Ctrl-F5, F12) that links to the Names and Addresses associated module.

Enter the full name of the person, last name first, who identified the object.

Example: Jones, Sarah

As you type, the word will complete from an authority table of names in the Names and Addresses associated module. Press the F5 key or click the person


icon  to view and select names from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify names in the table. To add a name to the table, right click in the field, and select [Browse Authority Table](#) or press Ctrl-F5, then click [Add Term](#). The Names and Addresses associated module screen will appear. Enter the name in the Name ID field and complete the other fields on the screen. You can also press F12, click on the [Edit Authority Table](#) link, and then click [Add](#). The entry you add will appear in the table. You can then select it from the table.

You can make multiple entries from the expanded field (F12). After entering the first name, click the [Add](#) link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another name from the table. When saved, a double dash -- separates entries.

Click [Delete](#) or press Ctrl-Delete to remove unwanted entries.


Refer to Section XII of Chapter 4 for information on the Names and Addresses associated module.

Note: The record link icon  next to the person icon allows you to view the Names and Addresses record for your entry.

Identified Date

Flexible date field. (**Note:** This date field is not labeled on the screen.)

Enter the date of identification. Enter the most complete date possible and the full year.

You can enter the date directly in the field or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional information on flexible date fields. Use of the flexible date screen is optional.

Reproduction

Bureau controlled table (F5). You may not add to, delete, or modify the terms in this table.

Choose from the four entries in the table:

Original to Site
Period Piece
Reproduction
Site-Associated

Choose the blank entry at the top of the table if none of the above entries apply to the object.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow to view and select terms from the table.

Catalog Folder

Logical Y/N field.

Select "Y" (Yes) if a catalog folder exists for the object.

Select "N" (No) if there is no catalog folder for the object.

Refer to the *MH-II*, Chapter 3, Cataloging, or the *MPH-II*, Chapter 3, Cataloging, for information on catalog folders.

You have completed the catalog screen. Click on the Prov/Manf tab or press Ctrl-N to go to the provenience/manufacture screen.

3. How do I complete the data fields on the provenience /manufacture screen?

Follow the field-by-field instructions for completing the fields on the provenience/manufacture screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

Note: If you do not see the field help on the screen, go to View on the menu bar, choose Navigation Pane Options, and select Field Help.

Note: None of the fields on this screen are mandatory for ethnology records.

Field Help

Related Collections (Related Collect)
Memo field (F12 to expand, or right click and zoom).

Enter information on related collections. These may be related objects in the park's collection or collections outside the park.

Example: A presidential library may have collections related to objects in a presidential home.

For archeological objects, use this field to enter information on associated field records.

For archival/manuscript collections, provide information, if possible, on the location of the

Print Help

Collections - PARK - Cultural Resources - Catalog Records

Object Information Supplemental Information Images Multimedia Associations

Registration Catalog Prov/Manf History Archeology Ethnology Archives Unit

Description

Related Collect

Site of Original Collection/Provenience

Field Site # Within Site

State Site #

Origin

Site Name

UTM Z/E/N Lat Long N/W

TRS Reference Datum

Site of Manufacture

Place of Manuf

Other Mfg Site

Hist/Cult Per Cultural ID

NAGPRA Cult. of Use

Added by RED on 4/18/2015 8:38:14 PM Updated by RED on 4/18/2015 8:38:14 PM

Save and Close Save and Add Another Save Cancel

Ready Add Mode

Related Collections (Related Collect)

Memo field (F12 to expand).

Enter information on related collections.

Example: The local university also has a large collection of similar textiles and baskets. The university made several expeditions and field collections from this cultural group before the area came into the Bureau.

Site of Original Collection/Provenience Section:

***Field Site Number
(Field Site #)***

Straight entry field.

Do not use this field for cataloging ethnology objects.

***Within Site Provenience
(Within Site)***

Memo field (F12 to expand).

If applicable, enter the specific within site provenience of where the object was collected.

Example: In the living room, on the mantle above the fireplace.


***State Site Number
(State Site #)***

Straight entry field.

Do not use this field for cataloging ethnology objects.

***Place of Origin
(Origin)***

Repeating Formatted memo field.

Begin typing, or press F12, or click the chart icon  to expand the field. This field will expand into four subfields: City, County, State, and Country. When saved, an underline _ separates terms, and double bars || separate rows. All subfields are user-built tables.

City (user-built table):

Enter the city, if known, from which the object was originally collected.

Example: Tuba City
 Redding

County (user-built table):

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, from which the object was originally collected.

Example: Coconino
 San Bernardino

State (user-built table):

Enter the state or province, if known, from which the object was originally collected. Use the two-letter US Postal Code when applicable. The program includes a table for all states. For countries other than the US, enter the corresponding legal jurisdiction area.

Example: AZ
 NM
 Chihuahua

Country (user-built table):

Enter the country, if known, from which the object was originally collected.

Example: USA
 Mexico

As you type in any of the subfields, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

Site Name

Memo field (F12 to expand).

Enter the distinctive name of the location where the material was collected.

Example: Hupa Village Store
Old Gallup Trading Post

**UTM Coordinates
(UTM Z/E/N)**

Straight entry numeric field.

Do not use this field for cataloging ethnology objects.

**Latitude and Longitude
(Lat Long N/W)**

Formatted Memo field (F12, begin typing, or right click and zoom to expand the field).

Do not use this field for cataloging ethnology objects.

**Township/Range/Section
(TRS)**

Formatted memo field (F12, begin typing, or right click and zoom to expand the field).

Do not use this field for cataloging ethnology objects.

Reference Datum


User-built authority table (F5, Ctrl-F5)

Do not use this field for cataloging ethnology objects.

Site of Manufacture Section:

**Place of Manufacture
(Place of Manuf)**

Repeating Formatted memo field.

Begin typing, or press F12, or click the chart icon  to expand the field. This field will expand into four subfields: City, County, State, and Country. When saved, an underline __ separates terms, and double bars || separate rows. All subfields are user-built tables.

City (user-built table):

Enter the city, if known, where the object was manufactured.

Example: Santa Fe
Oakland

County (user-built table):

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, where the object was manufactured.

Example: Marin
Fairfax

State (user-built table):

Enter the state, if known, where the object was manufactured. Use the two-letter US Postal Code. The program includes a table for all states. For objects manufactured in countries other than the US, enter the corresponding legal jurisdiction area.

Example: CA
Ontario

Country (user-built table):

Enter the country, if known, where the object was manufactured.

Example: USA
Mexico

As you type in any of the subfields, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

***Other Manufacturing Site
(Other Mfg Site)***

Memo field (F12 to expand).

Enter information about the location of manufacture that you have not entered in the preceding data fields.

Example: Keams Canyon Trading Post
South Fork Farm

***Historic/Cultural Period
(Hist/Cult Per)***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter a distinctive stylistic or historical period. If you enter a Historic/Cultural Period, you should also enter the dates for the period in the Manufacture Date field, if known. To maintain consistent entries, develop a list of periods for the collection.

Example: Spanish Colonial

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Cultural ID

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the material or the person(s) or group who manufactured the object. You can use this field to enter the name of bands or clans within the cultural group of classification line 3. You can also use this field to enter cultural groups for areas outside North America and Oceania.

Example: Pima

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

NAGPRA

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the NAGPRA status of the object or material. The table includes the following entries:

Associated Funerary Objects
Human Remains
Objects of Cultural Patrimony

Sacred Objects
Unassociated Funerary Objects

For definitions of these entries, refer to the law or other NAGPRA guidance.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Culture of Use
(Cult. of Use)

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the person(s) who used the object. Use this field if the culture of use is different from the culture of manufacture.

Example: Navajo
Karak

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

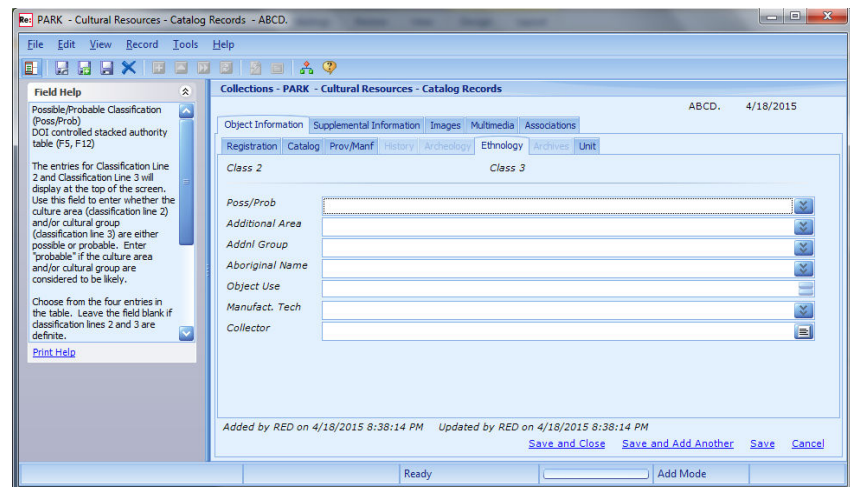
You have completed the provenience/manufacture screen. Click on the Ethnology tab or press Ctrl-N to go to the Ethnology screen.

4. *How do I complete the data fields on the ethnology specialty screen?*

Follow the field-by-field instructions for completing the fields on the ethnology specialty screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

Note: If you do not see the field help on the screen, go to View on the menu bar, scroll to Navigation Pane Options, and select Field Help.

Note: None of the fields on this screen are mandatory for ethnology records.



Possible/Probable Classification (Poss/Prob)

Bureau stacked controlled table (F5, Ctrl-F5, F12). You may not add to, delete, or modify the terms in this table.

The entries for Classification Line 2 and Classification Line 3 will display at the top of the screen. Use this field to enter whether the culture area (classification line 2) and/or cultural group (classification line 3) are either possible or probable. Enter "probable" if the culture area and/or cultural group are considered to be likely.

Choose from the four entries in the table:

Possible Class 2
Probable Class 2
Possible Class 3
Probable Class 3

Note: Leave this field blank if classification lines 2 and 3 are definite.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Additional Area

User-built, stacked table (F5, Ctrl-F5, F12).

Enter additional culture areas associated with the object. Refer to the list of culture areas for classification line 2 and *The Outline of World Cultures* by G.P. Murdock, 1975, Human Relations Area Files, New Haven, CT. As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Additional Group (Addnl Group)

User-built, stacked table (F5, Ctrl-F5, F12).

Enter additional cultural groups associated with the object. Refer to the list of cultural groups for classification line 3 and *The Outline of World Cultures* by G.P. Murdock, 1975, Human Relations Area Files, New Haven, CT.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Aboriginal Name

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the native name given to the object by the group that made or used the object.

Example: assegai
incensario
serape

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

Object Use

Memo field (F12 to expand).

Enter how the object was used, if known.

Manufacturing Technique (Manufact. Tech)

User-built, stacked table (F12 to expand).

Enter the manufacturing processes, methods, and techniques used to make the object. To maintain consistent entries, create a table of manufacturing techniques related to the collection.

Example: coiled
woven
hand-wrought

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

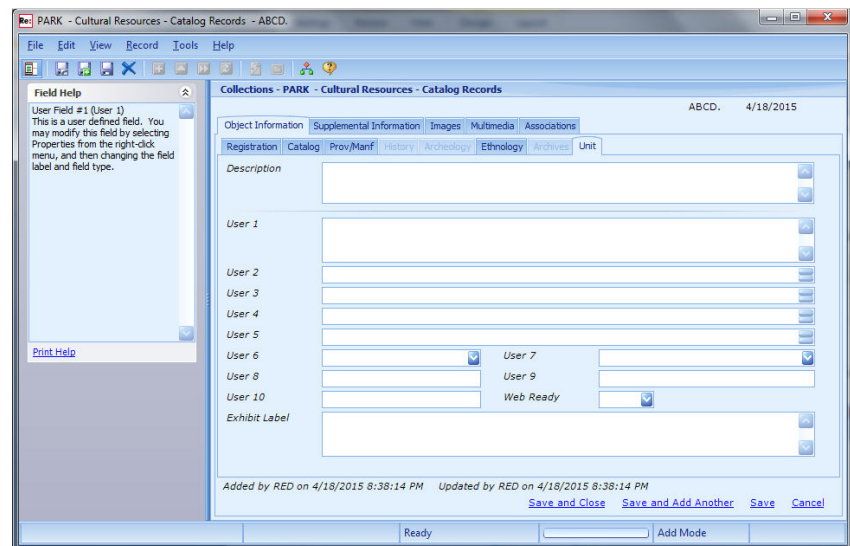
You have completed the ethnology screen. Click on the Unit tab or press Ctrl-N to go to the unit screen.

5. *How do I complete the data fields on the unit screen?*

There are ten user-defined fields on the unit screen. Enter data in these fields that are unit-specific and that do not fit on the other four screens.

Note: All disciplines in the CR directory share the ten unit fields. You may want, or need, to reserve some user fields for archeology, history, and/or archival records.

In addition, there are two fields used by the Web Catalog. Refer to Appendix X in this manual for further information about the Web Catalog.



If you are authorized, you may modify each field by right clicking and selecting Properties. In the Field Properties screen, click the Modify button or select Modify This Record from the Edit menu. Then select the Default Label/Help tab. Change the label and field type as needed.

Example: Field Label = Weather
Field Type = Memo

Refer to Chapter 1, System Basics, for additional information on defining user fields and a description of field types.

Web Ready

Y/N logical field

Select "Y" (Yes) if the catalog record is ready for publication on the Web Catalog.

Records published on the Web Catalog should be accurate and complete. Check the records for typographical errors. Use the Exhibit Label field to include enough detail to allow the general public to understand the nature and significance of the object. A high-quality image of the object is recommended.

Do not mark as Web Ready any records for deaccessioned objects, returned loans, or draft status records. Do not mark as Web Ready any records for objects on loan from non-bureau sources. Do not mark as Web Ready any records for human remains, or NAGPRA materials.

The Web Catalog will publish only Web Ready records. You can update the Web Ready field for groups of records by selecting the records and using the Modify All option on the Edit menu.

The Web catalog does not display sensitive data such as object location, site of provenience, or value.

Exhibit Label

Memo field (F12 to expand, or right click and zoom).

Use the Build Exhibit Label function on the Edit menu to select fields to include in the Exhibit Label field. Then use Modify All Records on the Edit menu, and enter {exhibit label} in the Exhibit Label field to automatically complete this field for groups of records. See Appendix X: Web Module for information on the Build Exhibit Label function.

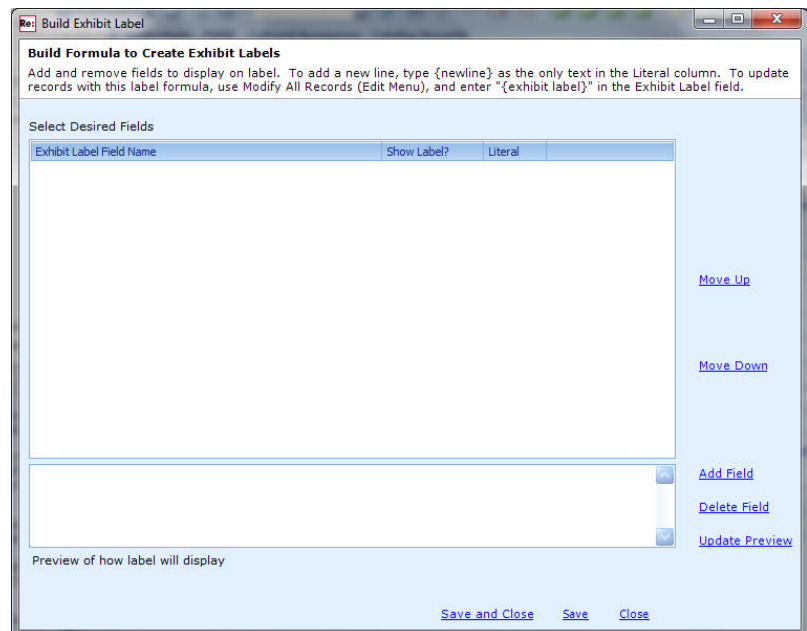
You may also complete this field manually. Enter a description of the object suitable for public display in a physical or web-based exhibit. You may also paste in label text from other sources such as on-line exhibits or electronic documents.

6. How do I use the Build Exhibit Label function?

The Build Exhibit Label function lets you select fields to include in the Exhibit Label field on the Unit tab of the catalog record. You can then use Modify All Records to automatically complete the Exhibit Label field for groups of catalog records. It is only available for Cultural Resources and Natural History catalog records.

To use the Build Exhibit Label function:

- From the Catalog Record screen in either your CR or NH directory, go to the Edit menu and select Build Exhibit Label.

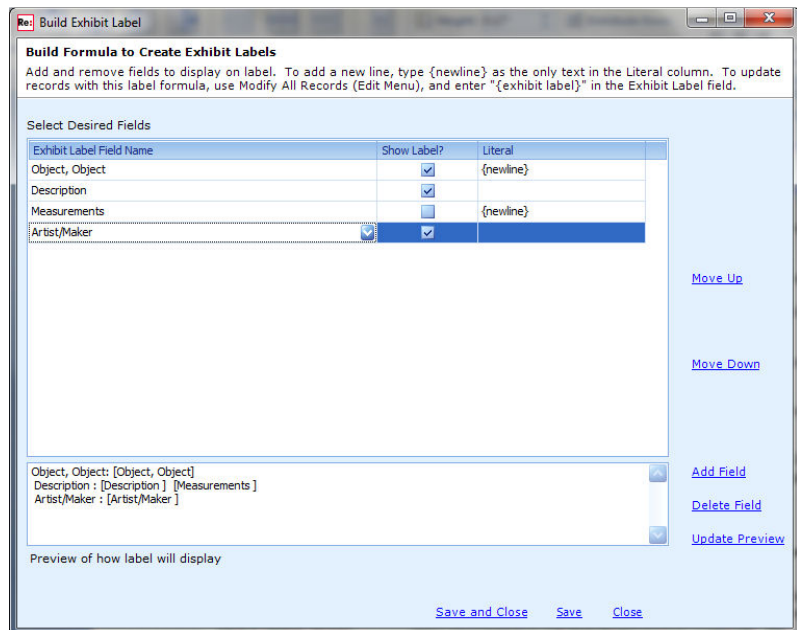


- Click Add Field at the lower right to add a field selection row to the desired field list.



- Click the pull-down in that row to select the field to include in the exhibit label.
- If you wish to show the field label for this field, check the “Show Label?” box.
- To include a hard return after a field, enter {newline} in the Literal column for that field. You can also use the Literal column to add punctuation between fields.
- Continue using Add Field and making your selections until you have all the desired fields in the list.

Note that the box at the bottom of this screen shows how the label will display in the Exhibit Label field.



- To remove a field from the list, highlight the row and click Delete Field
- To change the order of the fields, highlight a row in the list and use the Move Up and Move Down links.
- Click Update Preview to refresh the layout preview whenever you have made changes to the field list.

- When you have finished selecting and arranging the fields for the exhibit label, click Save and Close.

You are now ready to automatically update the Exhibit Label field on your selected catalog records as follows:

- Select a subset of your records by either activating a tag set, filter or highlighting multiple records in the List Pane.
- From the Edit menu, select Modify All Records.
 - In the Modify All wizard, click Next
 - Select whether to update records of a specific discipline or all disciplines. Click Next.
 - Select the Unit tab and enter {exhibit label} in the Exhibit Label field. Note: you must include the brackets.

- Click Next
- Verify that it will be updating the Exhibit Label field with the indicated value and click Finish.

All the selected records will now have the Exhibit Label field completed with the fields you selected in the Build Exhibit Label function.

You can change the fields in the Build Exhibit Label function at any time and update other records or the same records using the above steps.

D. Saving the Record

1. *What is the Track Changes screen that appears when I save a catalog record?*

When you save a catalog record, the program will prompt you for information to track location, condition, and catalog notes for the object. The system will create supplemental records from the information you provide. The supplemental records allow you to see on one screen all the changes in location, condition, and cataloging activity for the object.

You may choose to not create the supplementals and still save the record. This saves a small amount of time when entering or modifying records. However,

the benefits of having location, condition, and catalog activity histories outweigh the time it takes to create them. Taking advantage of this feature in the program is highly recommended.

When creating a supplemental for tracking, you have the choice of accepting the default entries on some fields in the supplemental, or manually updating the supplemental fields.

To not create a supplemental, click the Do Not Update box on the supplementals you do not wish to create.

Click OK to save the entries from the Track Changes screen in the supplemental records.

Do not click the Cancel link here or you will cancel the entire record, not just the supplemental update.

2. *How do I complete the condition tracking supplemental?*

If you add or change a condition in the Condition or Condition Description, the program will include the Condition Reports supplemental in the Track Changes screen when you save the record. Complete the Condition Reason field manually. The Condition Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the condition.

Example: Water Damage
Conservation

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

You can also change the Date and/or Condition Description if needed. These fields are set to use automatic values. To change the entries, select “Manually update value” from the pull down menu next to the field.

Note: The entry from the Condition Description field appears on the update screen. If you have no entry in the Condition Description field, the field on the prompt screen will be blank. You can enter a condition description on the prompt screen, but it will not transfer back to the catalog record.

Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.

3. *How do I complete the location tracking supplemental?*

If you add or change a location, the program will include the location supplemental in the Track Changes screen when you save a record. Complete the Location Reason field manually. The Location Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the location.

Example: Storage
Summer Exhibit

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

Note: For permanent locations, enter "Permanent Location" in the Location Reason field. This entry will allow you to print an Object Temporary Removal Slip (Form 10-97) to document removal from a permanent location.

You can also change the Authorized by and Start Date if needed. These fields are set to use automatic values. To change the entries, select “Manually update value” from the pull down menu next to the field.

Refer to Section XII of Chapter 3 for additional information on the Location supplemental record.

4. *How do I complete the catalog notes tracking supplemental?*

If you add or change a catalog record, the program will include the Catalog Notes supplemental in the Track Changes screen when you save the record. All entries are autofilled from the previous data entry session. To change the entries for any of the fields, select “Manually update value” from the pull down menu next to the field.

The Cataloger field is a user-built table (F5, Ctrl-F5). Enter the last name of the cataloger.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field. Press Ctrl-Delete to remove unwanted entries.

Note: The name you enter at the prompt does not change the name in the Cataloger field on the record.

The Level field is a Bureau controlled table (F5). You may not add to, delete, or modify terms in this table.

Choose from the entries in the table as defined below:

Catalog - you have completed all fields for which there is information.

Minor Change - you have made minor changes, such as spelling corrections or location changes.

Recataloged - you have made substantial changes to the data, such as changes in date, classification, and object name.

Registration - you have completed only the registration screen and mandatory fields on the other 3 screens.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The Notes field is a Memo field (F12 to expand). You may also want to enter notes on the cataloging activity at this time.

Refer to Section III of Chapter 3 for additional information on the Catalog Notes supplemental record.

E. Supplemental Records

1. *How do I complete the supplemental records that are associated with an ethnology record?*

Refer to Chapter 3, Supplemental Records, for instructions on completing the supplemental records. Use these records to enter data on appraisals, component parts, images, preservation work, provenance, related databases, research notes, significance, and publication citations.

You create the history tracking supplemental records for catalog notes, condition reports, location, and object status when you save a record. See Section D above. The program will prompt you for information, such as the level of cataloging, or the reason for the location. When you complete the information, the program saves it as a supplemental record.

Note: The program creates the Object Status supplemental record, but the program does not prompt you for information to complete the record.


2. *What supplemental records are created automatically by the program?*

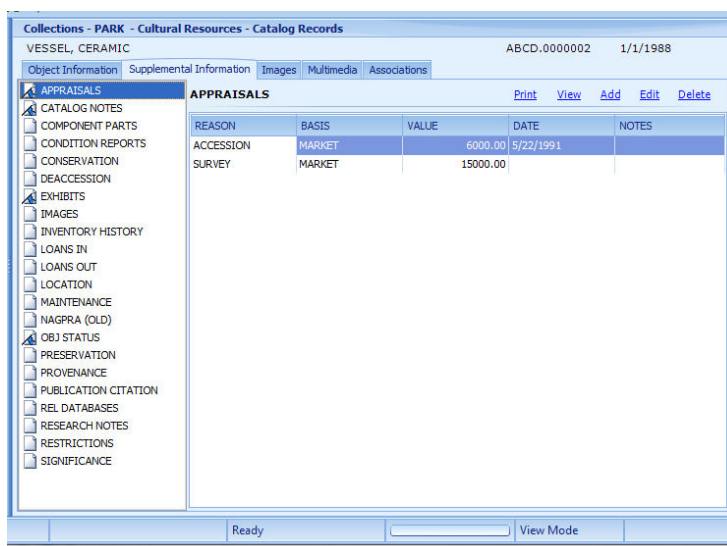
The program automatically creates supplemental records for deaccessions, exhibits, restrictions, loans in, loans out, inventory history and maintenance. Each of these supplemental records has a corresponding associated module. When you create a record in the associated module, such as an outgoing loan record, you can attach catalog records to it. The program will then automatically create supplemental records for each attached catalog record or in the case of the inventory history supplemental, when a catalog record is included in an inventory sample generated by the inventory module.

Refer to Chapter 4, Associated Modules, for instructions on completing records in the associated modules.

Refer to Appendix I: AIP for instructions on generating and completing an inventory.

3. *How do I know whether a supplemental record contains information?*

The supplemental records are located on the Supplemental Information tab on the Object Catalog Record. When you look at the list of supplemental records, a flag icon  marks the records that contain information.



F. Printing the Record

Refer to Chapter 5, Printing and Reports for additional information.

1. *How do I print a catalog record?*

There are three ways to print the information in a catalog record:

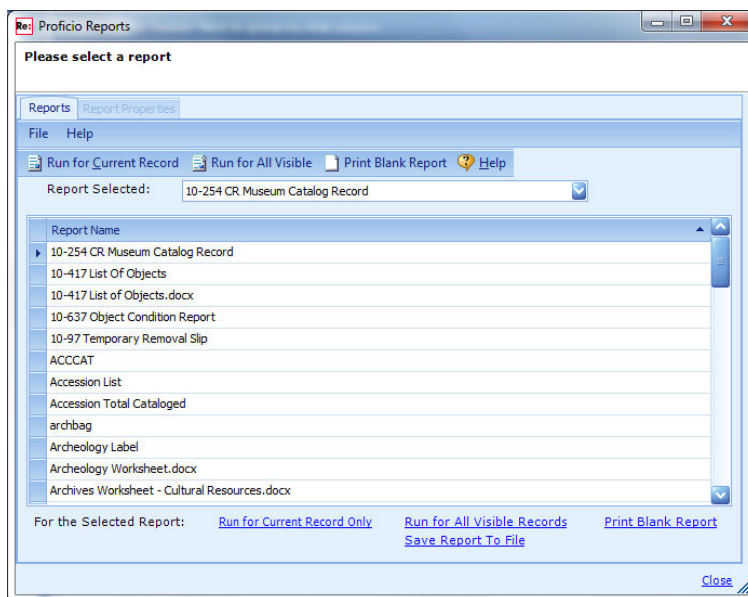
*NPS Form 10-254 (selected fields)
or
DOI CR Museum Catalog Record*

The NPS Form 10-254 and the DOI CR Museum Catalog Record reports print on blank paper. Note: The NPS Form 10-254 is the same as the preprinted Form 10-254.

To access and print the NPS Form 10-254 or the DOI CR Museum Catalog Record, follow these steps in View Mode:

- click on the Proficio Reports icon  on the button bar, *or*


- go to Record on the menu bar and choose Reports from the pull-down menu. Select Proficio Reports from the submenu.



- select 10-254 Cr Museum Catalog Record or the DOI CR Museum Catalog Record to print the cultural resources catalog record
- select Run for Current Record Only or Run for All Visible Records. You can print one record or a group of records. Refer to Chapter 7, Finding & Grouping Records, for creating groups of records.
- Click the Print button in the Preview window.

Full View

To print the record in Full View:

- click the Full View icon  on the button bar
- choose to print the Current Record or All Visible Records,
- select whether to Show Pictures, Show Supplementals and/or Show Blank Fields by checking the appropriate boxes,
- click Select,
- click the Print button in the Full View window.

2. *Must I print a catalog record?* No. Printing catalog records at the unit is optional.

For NPS, you must submit electronic records on a fiscal year basis to the NPS National Catalog in Harpers Ferry, West Virginia. NPS National Catalog staff will print an archival copy of the 10-254 for storage there. Upon your request, the NPS National Catalog staff will print paper copies of 10-254s for your park.